

LAW CLERK APPOINTMENT CHECKLIST AND LEAVE ACT CERTIFICATION

Please check the box below to designate the type of appointment for your **law clerk**. Below are definitions for each type of appointment.

Type of Appointment:

- ☐ **Temporary:** This type of appointment is approved by the circuit's judicial council and funded from the circuit's Temporary Emergency Fund Allocation. - Exception: If the temporary appointment is for reasons of maternity leave or medical leave, it is approved and funded by the Administrative Office's Human Resources Division. This type of appointment has a specific termination date. All temporary law clerks are subject to social security deductions.

If the duration of the appointment is one year or less, the law clerk will not be eligible for health and life insurance coverage, retirement or participation in the judiciary's supplemental benefits or the Thrift Saving Plan.

Law clerks appointed to temporary appointments for more than one year are eligible for health and life insurance coverage and participation in the judiciary's supplemental benefits, but are not eligible to participate in the retirement system or Thrift Savings Plan.

- ☐ **Term:** This type of appointment is used when the duration of the appointment is expected to be fewer than four years but does not have a specific termination date. Law clerks appointed to term appointments are subject to social security deductions and are eligible for health and life insurance coverage, and participation in the judiciary's supplemental benefits. Term law clerks are not eligible to participate in the retirement system or Thrift Savings Plan.
- ☐ **Career:** This type of appointment is used when the duration of the appointment is expected to be more than four years. Career law clerks are entitled to health and life insurance coverage, retirement benefits and participation in the judiciary's supplemental benefits and Thrift Savings Plan.
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Leave Act Coverage:

Please check the box below to designate coverage or non-coverage under the Leave Act.

- ☐ Not covered by the Leave Act.
- ☐ Covered by the Leave Act.

THIS FORM MUST BE SIGNED AND DATED BY BOTH THE APPOINTING OFFICER AND THE EMPLOYEE.

Print Name of Employee

Print Name of Appointing Officer

Signature of Employee & Date

Signature of Appointing Officer & Date